

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Coety Primary School
POST:	Teacher (to cover a period of maternity)
GRADE OF POST:	Teacher Salary Scale
RESPONSIBLE TO:	Engagement & Achievement Leader, Assistant / Deputy Headteacher, Headteacher & Governing Body

JOB PURPOSE:

Carrying out the professional duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Planning and preparing lessons having regard to the curriculum of the school.
- Teaching pupils in their assigned groups according to their educational needs, including the setting and marking of work.
- Assisting with the assessment, recording and reporting on the attendance, progress, development and attainment of assigned pupils and keeping such records as are required by the school's systems.
- Setting high expectations for pupils' behaviour and maintaining a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- Managing the work of support staff in the classes.
- Playing a full part in the life of the school community and supporting its ethos.
- Making records and reports on the personal and social needs of pupils and participating in such meetings.

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when authorised to be on the school premises and when engaged in authorised activities elsewhere.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Childrens IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Teacher

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Relevant teaching qualification. • Registration with the Education Workforce Council of Wales. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of teaching throughout the primary phase • Experience of managing and leading support staff in a classroom setting • Awareness of the Curriculum for Wales and the associated reforms. 	<p>Yes</p> <p>Yes</p>	Interview, application form, references and a lesson observation.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to create a happy, vibrant, challenging and effective learning environment that instils a sense of pride & joy. • An amazing team player that can contribute to the growth of others, embraces and develops feedback. • The candidate will have high expectations of themselves and others, including pupils, staff & the community. 		Interview, application form, references and a lesson observation.

Attributes	Requirements	Essential	Method of Evaluation/Testing
	<ul style="list-style-type: none"> • The ability to nurture pupils, parents & the community. • Willingness to research effective teaching and learning approaches that informs and has a direct impact on classroom practice. • Good interpersonal skills. • An excellent self-awareness. • Good organisational skills. • Good communication skills. • Good ICT skills. • The ability to communicate through the medium of Welsh and/or willingness to learn Welsh as a second language. 		